



KING'S COLLEGE SCHOOL
ALICANTE

King's Group Policy Complaints

Policy Owner: Simon Wicks

Written by: King's Group

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Introduction

King's College Alicante has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the school in accordance with this Procedure. Parents can be assured that all concerns and complaints will be treated seriously and confidentially.

Documentation and Record-keeping

A copy of this procedure can be found on the school's website and is available to parents, pupils and staff. The school will ensure that parents of pupils and of prospective pupils who request it are made aware that this document is published or available and the form in which it is published or available.

Correspondence, statements and records relating to individual complaints will be kept confidential except to the extent required by paragraph 6(3)(f) of the Education (Independent Schools Standards) (England) Regulations 2003 (as subsequently amended), by the Secretary of State or where disclosure is required by the ISI under Section 162A of the Education Act 2002 (as amended), or under other legal authority.

The school maintains a [record](#) of all parent complaints for at least three years for regular review by senior management and for inspection by inspectors. The record states whether the complaint was resolved at the preliminary stages or proceeded to a panel hearing. In the case of a complaint relating to a child in the EYFS the record will state the action taken as a result of the complaint. The log above was moved online for the 2023/24 academic year as Inspired began to migrate all system to iSAMS

The school will provide PENTA, on request, with a written record of all complaints made during any specified period and the action taken as a result of each complaint.

Complaints by EYFS Parents

Parents of children in the EYFS (Early Years Foundation Stage) may complain to the Independent Schools Inspectorate: Independent Schools Inspectorate, CAP House, 9-12 Long Lane, London EC1A 9HA (telephone 020 76000 100).

The school must investigate a written complaint relating to its fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. The time limits specified in Part B of the Procedure (below) shall be adapted by the school in relation to such a complaint in order to comply with this requirement.

Reports / Complaints involving Safeguarding Concerns

Should a parent have a complaint or concern over the suitability of an adult who is working with children then these should be raised directly with the Executive Headteacher, Simon Wicks. He can be contacted via email on simon.wicks@kings.education or an urgent appointment can be made via the school office (965 106 351). Please indicate it is a serious safeguarding matter you wish to discuss when contacting the school but please provide no further information or details of the adult concerned. Please see our safeguarding and whistleblowing policies for further information.

Complaints regarding external examinations

Parents of children in Years 10 and 11 undertaking IGCSE or GCSE examinations, or parents of pupils in Y12 or Y13 undertaking IBDP or the BTEC Level 3 Diploma should use this procedure to deal with complaints and students' requests for appeals against decisions taken by the school in regard to these specific qualifications.

Complaints regarding the IB Diploma Programme

Parents of children in Years 12 and 13 participating in the IB Diploma programme should use this procedure to deal with complaints and students' requests for appeals against IB programme decisions taken by the school.

PART A - INFORMAL RESOLUTION

It is hoped that most complaints and concerns will be resolved quickly (within 14 days) and informally. If a parent of any pupil has a complaint they ("the complainant") should contact the following personnel in the first instance and in the order shown. Complaints regarding the conduct of teaching or admin staff should be escalated directly to the personnel in Group 4 below:

1. the pupil's Form Tutor or Class Teacher;
2. the pupil's Year Group Leader or Subject Leader;
3. an Assistant Headteacher
4. the Head of Primary or Head of Secondary as appropriate.

The personnel above will make a written record of all concerns and complaints and the date on which they were received and attempt to resolve the situation for them. These matters will be stored on iSAMS with details of discussions, agreements and next steps. Formal responses via email/letter will be sent via iSAMS.

If the matter is not resolved to the complainant's satisfaction after the above process, they will be advised to proceed with their complaint in accordance with Part B of this procedure.

Contact details for the personnel listed above can be found in Appendix A

PART B – FORMAL RESOLUTION

Stage 1: Letter to the Executive Headteacher

- (a) If the matter is not resolved to the complainant's satisfaction by the informal process, the complainant may invoke the formal part of this Complaints Procedure. They should do this by writing to the Executive Headteacher giving details of their complaint and the outcome they are seeking. The details required to investigate a complaint can be found in Appendix B.
- (b) The Executive Headteacher will then either take the case forward himself or appoint a senior colleague who has had no prior involvement in the matter to do so.
- (c) The Executive Headteacher or (where applicable, the senior colleague appointed by the Executive Headteacher), will offer to meet with the complainant to discuss the matter, normally within seven working days.
- (d) The complainant will be given an estimate of the time that is likely to be required to complete any necessary investigation.
- (e) Written notes will be kept of all material meetings and interviews held in relation to the complaint.
- (f) The complainant will be notified in writing of the decision reached at Stage 1.

Note: If the Headteacher handles the matter at Stage 1 (rather than appointing a senior colleague to do so) and the complainant is not satisfied with the Headteacher's decision in respect of their complaint, the complainant should then go straight to Stage 3 of this Procedure.

Stage 2 – Appeal to the Executive Headteacher

- (a) If the Executive Headteacher appoints a senior colleague to investigate the complaint at Stage 1, and the complainant is not satisfied with that person's decision in respect of their complaint, the complainant should appeal to the Executive Headteacher in writing within five working days after receiving the decision.
- (b) The Executive Headteacher will offer to meet with the complainant to discuss the matter, normally within seven working days.

- (c) Once the Executive Headteacher is satisfied that all the relevant facts have been established, he will inform the complainant of his decision in writing, normally within five working days of meeting with the complainant. The Executive Headteacher will give reasons for his decision.

Stage 3 - Appeal to the Complaints Panel

- (a) If the complainant is not satisfied with the Executive Headteacher's decision, they should send written notice of their complaint to the CEO of Spain, Avenida de Burgos, 12B Planta 16, 28036 Madrid within five working days after receiving the Headteacher's decision. When doing so, the complainant should:
 - (i) give reasonable particulars of their complaint; and
 - (ii) specify the outcome they are seeking.
- (b) The matter will then be referred to a Complaints Panel for consideration. The CEO will schedule a hearing to take place as soon as reasonably practicable and normally within 15 working days of the receipt of the complaint.
- (c) Where a complaint that reaches Stage 3 is brought by one parent only, the school will (save in exceptional circumstances) keep informed and invite to attend the panel hearing any other adult who entered into the contract with the College for the education of the relevant pupil. The school also reserves the right to keep informed and invite to attend the panel hearing any other adult whom the College believes to have parental responsibility for the relevant pupil.
- (d) The Panel will consist of at least three persons who have not been directly involved in the matters detailed in the complaint. At least one member of the panel shall be independent of the management and running of the school. Each of the panel members shall be appointed by the CEO of Spain, who shall also nominate one member of the panel to chair the panel.
- (e) In the case of a complaint regarding a pupil's suspension or exclusion, the Executive Headteacher shall have complete discretion as to whether to implement the suspension or exclusion of the pupil pending the panel's decision.
- (f) Within 3 working days after notifying their complaint to the CEO in accordance with paragraph (a) above, the complainant shall send the CEO copies of all documentation on which they intend to rely at the hearing.
- (g) The complainant shall produce (within five working days of the CEO's request) any such further information and documentation that the CEO reasonably considers the panel may require in order to make an informed decision about the complaint.
- (h) At least 3 working days before the hearing, the Executive Headteacher shall submit to the panel a written statement setting out his views in relation to the complaint. The CEO shall give a copy of the Executive Headteacher's statement to the complainant.
- (i) The panel may conduct or request that the CEO conducts such interviews before the hearing as the panel sees fit.
- (j) The complainant shall (on request) be provided with a copy of their child's school file.
- (k) If the Chairman of the panel shall so decide, the hearing may take place at a location outside the school.
- (l) The complainant may be accompanied at the hearing by one other person who is over the age of 18 and not a pupil at the College. This may be a relative, teacher or friend. It will not normally be appropriate for the complainant to be legally represented at the hearing and legal representation requires the prior approval of the Chairman of the panel.
- (m) If possible, the panel will resolve the complaint immediately without the need for further investigation. Where further investigation is required, the panel will decide how it should be carried out.
- (n) If the Chairman of the panel shall so decide, the hearing may be recorded by a recording device or transcribed by a stenographer.
- (o) If the Chairman of the panel reasonably believes that the Panel should hear evidence from an individual in private (i.e. in the absence of the person bringing the complaint or any third party), he/she may so decide. In those circumstances, the complainant will be given reasons for that decision. The complainant will be given a summary of the individual's relevant evidence after the event if the Chairman believes the evidence to be relevant to the complaint. The Panel may withhold the identity of a pupil who gives evidence in private to the panel.
- (p) The panel may make decisions by majority vote.

- (q) The Panel's findings and recommendations in relation to the complaint shall be documented in the form of a report.
- (r) Within five working days after the hearing, the CEO will send the complainant and the Executive Headteacher a copy of the panel's draft report. If the panel's decision was reached by majority vote and there was a dissenting minority, the dissenting views shall be briefly summarised in the report.
- (s) If the complainant believes that the report is not factually accurate, the complainant shall inform the CEO in writing within five working days thereafter, giving details of the alleged inaccuracies. If the Executive Headteacher believes that the report is not factually accurate, he shall likewise inform the Clerk in writing within five working days thereafter, giving details of the alleged inaccuracies.
- (t) The panel shall then finalise its report. A copy of the panel's report will be: (i) sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about; and (ii) available for inspection on school premises by the Governors and the Executive Headteacher.
- (u) Subject to the rules set out in this document, the Panel may regulate their proceedings as they see fit.
- (v) For the purposes of this procedure "working day" means a day which is not a Saturday, a Sunday or a bank holiday in Spain.

Appendix A: Complaint Record

Personal Information

Your Name:

Pupil's name and class:

Your relationship to the pupil:

Complaint Details

Please give details of your complaint:

When did the issue/s about which you are complaining first arise?

Previous Action

What steps, if any, have you taken to try and resolve the issue/s about which you are complaining?

With whom did you raise the concerns?

What actions were taken?

If action was taken, what effect did it have?

Moving Forward

What actions, or actions, do you feel might resolve the problem at this stage?

Signature:

Date:

Date acknowledgement sent:

By whom:

Appendix B: Contact details for Informal Resolution of Complaints

1. Form Tutor or Class Teacher

Form Tutors and Class Teacher details are available by contacting Reception

2. Year Group Leader, Subject Leader or Phase Leader

Primary	Secondary
EYFS (PN-R) clara.rosie@kings.education	Year Group Leaders Y7: sergio.ballester@kings.education Y8: ana.perez@kings.education Y9: elise.belna@kings.education Y10: laura.melling@kings.education Y11: carlos.belda@kings.education Y12/13: concepcion.soler@kings.education
Subject Leaders English: lindsey.robertson@kings.education Maths: lucy.scollen@kings.education Science: claire.mellon@kings.education Humanities: heather.panter@kings.education Spanish: alicia.rodriguez@kings.education Arts: iestyn.shaw@kings.education PE: julianna.gomez@kings.education	Subject Leaders English: samuel.lane@kings.education Maths: julia.galiana@kings.education Science: isabel.vila@kings.education Humanities: john.mellon@kings.education Enterprise: mark.britton@kings.education Spanish: alicia.rodriguez@kings.education Languages: tom.low@kings.education Arts: iestyn.shaw@kings.education PE: julianna.gomez@kings.education

3. An Assistant Headteacher or Senior Leader

Primary	Secondary
KS1 (Y1/2) lucy.scollen@kings.education	KS3 (Y7-9) carrie.castro@kings.education
LKS2 (Y3/4) lindsey.robertson@kings.education	KS4 & GCSE (Y10/11) virginie.maire@kings.education
UKS2 (Y5/6) claire.mellon@kings.education	KS5 & IBDP (Y12/13) verity.long@kings.education

4. Executive Leadership Team

Head of Primary: adrian.hickman@kings.education
Head of Secondary: matthew.bennett@kings.education
Director Técnico: juan.mora@kings.education